

BERKELEY COUNTY GOVERNMENT

JOB OPENING

ADMINISTRATIVE SPECIALIST 1 (PS100463)

DEPARTMENT: CLERK OF COURT'S OFFICE-DSS

JOB SUMMARY/ESSENTIAL FUNCTIONS: Receives and processes court ordered payments. Determines payment amounts utilizing the court computer system. Performs diversified duties including opening and processing mail, copying and filing, and other related duties as assigned.

QUALIFICATIONS:

High school graduation or equivalent and four (4) years related experience. Recent cashiering experience in a non-retail environment essential. Billing, accounts payable, and/or accounts receivable experience in a customer service atmosphere is preferred.

Clerical skills including filing, customer service, math, data entry and correct grammar usage.

Data Entry/Basic Skills test score of **68** is required for this position. ***(Those who best meet the basic qualifications of the position will be contacted for testing if a valid adequate score is not already on file.)***

Skilled in the operation of office equipment, including FAX machines.

Departmental testing may be administered during interview.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures, and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

Thirty-seven and one half (37.5) hours per week. Normal operating hours are Monday through Friday 9:00 a.m. until 5:00 p.m., with the ability to work flexible hours after 5:00 p.m. when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

Please contact the Berkeley County Human Resources Department at 1003 Highway 52, Moncks Corner, SC 29461 (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163) or visit our website at www.berkeleymountysc.gov for an application.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

Administrative Specialist 1 - Grade C13

Entry Level Base Bi-Weekly Salary: \$902.29

Date of Posting: 6/26/09

Qualified employees of Berkeley County Government will be given priority consideration for position vacancies. Human Resources will post this position for a minimum of three days. The posting can be withdrawn after three days depending on the number of applications received.